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A Publication of Rural Development's Multi-Family Housing Program

E-Authentication Reminder

Due to Departmental security requirements, Rural Development has implemented a new registration process for Trading Partner and Management Agent users to access the Management Agent Interactive Network Connection (MINC) system. As detailed in our letter regarding e-Authentication Accounts, dated June 8, 2006, all users will be required to go through the e-Authentication system. The deadline for completing this process is August 15, 2006. If you have not already completed your registration, we ask that you complete the following steps as soon as possible and no later than August 15, 2006:

To accomplish this registration, you must:

- Read the June 8, 2006, letter [thoroughly](#)

After you have read the letter, you must:

- Log into the website <http://www.sc.egov.usda.gov>
- Choose "Register for a USDA ID and Password"
- Choose "Create An Account Page"
- Choose "Level 2 Access"
- Complete the "Create an Account Page" information
- Submit
- You will receive a verification e-mail

On this same website (<http://www.sc.egov.usda.gov>), you must:

- Choose "Find a Service Center"
- Choose a State
- Choose a County
- Choose a Service Center near you (any one of the Service Centers, regardless of location, will be able to assist you)
- Contact the Service Center to make an appointment to meet with the Local Registration Authority
- Go to the Service Center with your government-issued ID

After you have visited the Service Center, you must:

- Log onto MINC
- Choose "Associates e-Authentication ID"
- Log in with your e-Authentication ID and password (Contact the MINC help desk if you have problems with the e-Authentication Password)
- You will receive a message stating that your ID has been successfully associated to the MINC user ID used to log on
- Retain your e-Authentication ID and Password for future use

Dependant Deduction

A question has been raised recently regarding the \$480 deduction for a dependent child who lives with each parent 50 percent of the time when both parents live in a Rural Development-financed property. Formerly we were able to grant a \$480 deduction to both households. The National Office's new interpretation is that the parent who receives the deduction is the parent who claims the child as a dependent on the annual tax reporting to IRS for that respective tax year. If you currently have any such households, please implement this change effective with the next completed Tenant Certification.

One-Time Medical Expenses

HUD regulations stipulate that one-time medical expenses may be included in the calculation of medical deductions. They provide two options for addressing these expenses. These expenses may be added to the family's total medical expenses either: (1) at the time the expense occurs, through a mid-year recertification, or (2) at the upcoming annual recertification. Once the one-time expense is added to a recertification, the expense cannot be added to any subsequent certifications. Because HUD regulations take precedence over Rural Development's 3560 handbooks, please ensure you process one-time medical expenses accordingly.

Interpreters Available

If an applicant or tenant is not proficient in English, Catholic Charities of Maine may be able to assist you. They have interpreters available in 28 languages through their RISinterpret office at 250 Anderson Street, Portland. The minimum interpretation charge and base hourly rate is \$40, with an hourly after-business hours rate and weekend/holiday rate of \$50. Travel time will be billed unless an interpreter is available near the appointment address. In order to request this service, an "Interpreter Request Form" must be completed—phone requests cannot be accepted. To obtain this form, or for additional information, contact Kevin Cunningham at 207-523-2726.

Project Worksheet Release Date

Rural Development is happy to announce that beginning July 2006 the release date of Project Worksheets for all Maine properties has been moved from the 17th of the month to the 15th.

Centralized Servicing Center (CSC)

On June 22, 2006, Rural Development sent out letters to all borrowers and managers announcing the conversion of tenant certification and payment processing to the CSC in St. Louis, Missouri.

As of July 1, 2006, questions regarding project worksheets and tenant certification transmission issues and other questions must be directed to the CSC. A new toll-free number was established July 1 for your use. The number is (866) 600-7984.

Peggy Neff and Marsha Moore of the CSC will team up to work with Maine borrowers and managers. They are looking forward to working each of you.

A BIG THANK YOU FROM RACHEL AND ALICE:
As we rapidly approach the conversion from Maine's Centralized Payment Center (CPC) to the CSC in St. Louis, Rachel and Alice would like to take this opportunity to thank each of you for your hard work and cooperation since the CPC was created. CPC opened on March 21, 2003, and the last three years have flown by. It has been our pleasure to work with Maine's

borrowers and managers. The experience of working with each of you has been very rewarding, and we hope that you have found our assistance beneficial.

We will remain available for approximately another month to assist in the transition period, and you are welcome to contact us if necessary. You will be working with the CSC on Project Worksheet and tenant certification transmission problems and questions.

AGAIN, A BIG THANK YOU ONE AND ALL.
-- Rachel and Alice

On the Web!

Please note that all Rural Development Multi-Family InfoNow Newsletters can be found at:
<http://www.rurdev.usda.gov/me/newsletter.htm> for referencing past news items.

Have a Story to Tell?

Rural Development is always interested in hearing about upcoming events, including special celebrations such as a 100th birthday celebrations, special recognitions of your complex or residents, celebrations involving new additions or improvements made possible through Rural Development, or anything else you would like to brag about!

Please send items of interest to Emily Cannon, Public Affairs Specialist, at Emily.Cannon@me.usda.gov.

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Maine USDA RD Web Site:

<http://www.rurdev.usda.gov/me/>

MINC Website:

<https://usdaminc.sc.egov.usda.gov>

For USDA RD Forms/Regulations/Admin. Notices:

<http://www.rurdev.usda.gov/regs/>

HUD Occupancy Handbook: <http://www.hudclips.org/> then click on [Search](#) or [Browse All HUD Handbooks and Guidebooks](#), click on "search," type "4350.3" in the document number box and click on search.

To subscribe or unsubscribe to this newsletter please contact Emily Cannon at Emily.Cannon@me.usda.gov

